



PURCHASE ORDER

PO Number: 303-2-0362

Requisition Number: 303-2-00841

Order Date: 11/9/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Bolm Road Warehouse

6506 Bolm Road

Attn: Elyzabeth Perkins

Austin, TX 78721

Show numbers on all papers and packages

Referenced Source or Vendor

17418109694

Texas Municipal League

1821 Rutherford Lane, Suite 400

Austin, TX 78754

Gray Bulman

Phone:512-231-7406, Fax:512-231-7490

gray@tml.org

Print Advertisement in Texas Municipal League Publication.

Price Per Attached TTC Advertising Contract Dated 04/09/2021.

Description

TFC Contact:

Elyzabeth Perkins

512-463-9709

Line Items

Description

Qty	Unit	Unit Price	Start Date	End Date	Total
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Half page horizontal 7" x 4.75" advertisement in Texas Municipal
Leagues' print/digital publication "Texas Town & City".

NIGP Class: 915

NIGP Item: 71

Object Class: 7281

1	Each	\$800.00	11/1/2021	11/30/2021	\$800.00
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Reimbursement Type: Not Reimbursable

Notes: This is the last ad-run for the contract we began in April. They
accept PO's and credit card payments.

Issue Date: November 2021.

****Note to Fiscal:** split between org codes 0317 & 0319.

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2022
Division	Executive
Program	Surplus Property - Federal/State
Phone	5124639709
Org Code	0319 - F S P Fort Worth
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	n/a

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Jordan, Michelle - CTCD,

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)